

Course Description

Title:	Project Management Awareness Education
Education Purpose:	To be able to describe the project process, roles, and key elements that contribute to successful projects.
Education Description:	<p>Projects are intended to achieve improved products and services that make an organization better. Projects can also be very disruptive requiring teams to work together that normally do no, changing the way that they work by changing assets, people, and behaviors. Many times the level of urgency across teams is not the same. Conflicts exist in interpreting the goals of the project and how the project will be accomplished.</p> <p>The good news is a good project process and clearly defined roles, holds people accountable to measurable expectations, create a commitment to a shared schedule, control project execution, and allow for visible and well communicated changes to occur. Understanding project processes and roles allows cross functional teams to work more effectively together. This knowledge allows us to reduce personal conflicts while achieve extraordinary project results.</p>
Target Audience:	<p>The participate will be performing or preparing for the one of the following roles:</p> <ul style="list-style-type: none"> • Project Champion, Sponsor, Steering Committee members • Process Owner • Project Manager, Project Manager Leaders • Performer
Objective:	<p>Following this session the participant will be able to:</p> <ul style="list-style-type: none"> • Describe the project process and project roles • Describe the project processes and which are impacted by their role. • Describe the project key deliverables and their purpose
Duration:	4 hour education session
Agenda Outline:	<p>The education outline is as follows:</p> <ul style="list-style-type: none"> • Project process overview – describes the process, roles, and outputs at a high level. We identify common project problems. • Initiate Process Group – describes the process of developing a business case into a charter, provides a good example, and ask critical questions about its purpose and value. • Plan Process Group - describes the process of using a charter to develop a project plan that demonstrates how the project objective and success criteria will be obtained. A good example is provided and a discussion of how this can be used to manage the project. • Execute Process Group – describes the process of how to manage and control project execution, provides good examples of a status reporting and how corrections are made to the plan. <p>Close Process Group – describes the process for gaining valuable implementable improvements that make future projects run better, provides a good example of a project scorecard which allows the organization to keep and leverage gains.</p>

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	<ul style="list-style-type: none">• Course Recap – Reviews identified challenges to determine which project roles and processes aid in the reduction or removal of the identified challenge.
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